

SECRET

9 March 1951

MEMORANDUM FOR: The Comptroller
FROM: Deputy Personnel Director
SUBJECT: Approval of Travel Vouchers.


1. Effective this date, it is requested that controls be established in your office for the approval of travel funds for employees of the Personnel Office, in the following manner:

a. All requests for travel funds, originating in the Personnel Office, in the amount of five hundred dollars or less should be approved by one of the following persons:

- (1) Personnel Director
- (2) Deputy Personnel Director
- (3) Chief, Personnel Procurement Division

b. Amounts over five hundred dollars, but not exceeding one thousand dollars, should be approved by the Deputy Personnel Director or the Personnel Director.

c. Requests for amounts exceeding one thousand dollars should be approved by the Deputy Director for Administration or his Assistants.


Deputy Personnel Director

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